



JOB DESCRIPTION

Position Title: **Senior Analyst**

Working Area: **Administrative Services**

Class Code: 5307

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional work assisting the department director in managing, overseeing, and planning department activities. Position responsibilities includes assisting with the design of policies and procedures for individual division functions, new program development and existing program enhancement, budget oversight, and business planning. Specific focus will be placed on developing and tracking performance measures.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Studies and analyzes existing programs, and organizational structure, methods, and procedure development to determine the most effective and economical methods for the measurement of essential functions within the department.

Assists the department director with division program oversight, to include; operations, budget, and program planning. Assists with evaluating program performance, by coordinating the development, implementation, and analysis of performance measurement systems within each function.

Plans, develops, participates in, and supervises the evaluation of performance measures, management controls, plans of service, fiscal accountability, methods of analysis, operational audits, and other elements of management and administration.

Reviews current financial records and accounts; performs benefit cost analysis studies.

Trains division personnel and assists in establishing measures of performance. Analyzes, evaluates, develops, and recommends improved managerial/fiscal policies, practices, procedures, methods, and organizational structures.

Assists division managers with the implementation of new procedures and management techniques such as production planning control, work measurement, and quality control.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of Performance Measurement methodologies. Requires strong analytical skills and the ability to identify trends and to express conclusions supported by qualitative and quantitative rationale, in both written and verbal form. Requires advanced communication and facilitation skills to guide teams to develop and enhance their functions, and to coordinate and communicate division activities to all levels of County government, external providers, and the general public. Position will require a great deal of “people” interaction. Must have the ability to quickly comprehend County budget and purchasing requirements.

Skilled in the operation of a personal computer and associated software including applications for word processing, spreadsheets, and database management are required.

Bachelor’s Degree in Business Management, Finance, Public Administration or a closely related field, with three 3 years of progressively responsible professional work experience. Extensive background and training in the areas of performance measures’ cost analysis, and/or budgeting and management analysis.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a normal office setting. Most duties are performed sitting at a desk, table or workstation. Incumbents in this position have regular exposure to radiant and electrical energy found in an office environment.